



Natural Resources Conservation Service
State Office
100 USDA, Suite 206
Stillwater, OK 74074-2265
Telephone (405) 742-1256

July 7, 2003

OKLAHOMA BULLETIN NO. OK210-3-5

SUBJECT: ENG – Reporting Auxiliary Spillway Flows

Purpose: To remind offices of the need to report auxiliary spillway flows.

Expiration Date: September 30, 2003

The National Engineering Manual (NEM) establishes policy for engineering reports and authorizations. The requirements for reporting auxiliary spillway flows from watershed structures start in Part 504.10. The key points to keep in mind are:

- In the event of flow through the auxiliary spillway, the ASTC(FO) and the State Conservation Engineer are to be immediately notified by telephone. The State Conservation Engineer and acting order of succession home phone numbers are located in the appendix of the Oklahoma personnel directory to facilitate in the reporting of after hours or weekend flow events.
- This phone call will be followed up with documentation contained in OK-PDM-4 form which is attached. This fillable form can be printed out and completed by hand or on the computer and faxed.
- Flows of over three feet in depth or lasting more than seven days must be reported to the national office by the State Conservation Engineer.

Auxiliary spillway flows of watershed structures occur infrequently; therefore, this reminder is being sent to all field offices. Just because a report has not been completed in three to five years does not relieve the responsibilities we have in reporting auxiliary spillway flows. Questions may be directed to Johnny Green, State Conservation Engineer.

/s/

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AO

WATERSHED STRUCTURE SPECIAL STORM INSPECTION REPORT

Field Office	Watershed	Site Number
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1	Approximate depth of flow (ft.) in emergency spillway.		
	Date(s) of rainfall	Approximate inches of rainfall	Approximate inches per hour
2	Condition of principal spillway inlet.		
	Condition of principal spillway outlet.		
3	Number of days principal spillway has functioned.		
4	Estimate hours emergency spillway has functioned.		
5	Condition of emergency spillway.		
6	Condition of embankment.		
7	General remarks.		

District Conservationist

Date